

## St. Joseph Parish School- Background Check Policy

All Parish and School Staff, Parish and School Volunteers, coaches, catechists, scout leaders and anyone who works with or around children/ youth are **required** to:

-Attend a Virtus workshop and register online. You must also complete monthly bulletin articles and answer questions accordingly to stay up-to-date on your certification.

-Read the Diocesan Policy for the Safety of Children in Matters of Sexual Abuse revised in 2016 and the Standards of Conduct for Ministry revised in 2016. These are available in hard copy in the school office and from the following website: <http://www.dioceseofcleveland.org/childprotection/> Once you have read the documents, you must sign a page stating you have done so.

-In addition to the above components, you will be fingerprinted or re-fingerprinted (every 5 years) in order for a clean background check to be obtained. This can be done at St. Joseph Parish School. \*Please note: a fee may apply.

Once this is complete, your information will be stored here at the school and will remain valid for 5 years, unless a policy is updated or requirements change OR you have left the school and returned. If you have any questions regarding this policy, please see the school principal.

Revised August 2018